

U.S. Department of Justice
United States Attorney's Office
District of Hawaii

Crime Victims' Right Act of 2004
Administrative Complaint Process

"Complaint Form" entitled Compliant, Alleging Failure of Department of Justice Employee to Provide Rights to a Crime Victim Under the Crime Victims' Rights Act of 2004.

"Crime victim" means a person directly and proximate harmed as a result of the commission of a Federal offense or an offense in the District of Columbia. In the case of a crime victim who is under 18 years of age, incompetent, incapacitated, or deceased, the legal guardians of the crime victim or the representatives of the crime victim's estate, family members, or any other persons appointed as suitable by the court, may assume the crime victim's rights, but in no event shall the defendant be named as such guardian or representative.

"Point of Contact" means the individual selected by the office to receive and investigate complaints alleging violation of victims' rights by the office or employee(s).

"Victims' Right Ombudsman" means the individual appointed by the Attorney General to serve as the arbiter of the complaints brought under the Act.

- Complaints must be submitted on the standard Complaint Form. The form is available at http://www.usdoj.gov/usao/hi/vic_wit/information.html, or call the office to request a form.
- Submit the completed and signed Complaint Form to the Point of Contact for the U.S. Attorney's Office, District of Hawaii. Send to Attn: Larry Butrick, Executive Assistant U.S. Attorney. Mailing address on the form.
- Point of Contact receives the complaint form and sends an acknowledgment of the complaint to the victim.
- Resolution of the complaint. If there is no resolution, a report is submitted to the Victims' Right Ombudsman.
- Victims' Right Ombudsman will make a determination and send a notice to the victim informing the victim whether or not the Victims' Rights Ombudsman found a rights violation.

FOR OFFICE USE ONLY

DATE RECEIVED:
CASE NUMBER:

COMPLAINT
**ALLEGING FAILURE OF DEPARTMENT OF JUSTICE EMPLOYEE
TO PROVIDE RIGHTS TO A CRIME VICTIM UNDER
THE CRIME VICTIMS' RIGHTS ACT OF 2004**

Return signed form, including additional pages or documents, to:

Larry Butrick
U.S. Attorney's Office
District of Hawaii
300 Ala Moana Blvd., #6-100
Honolulu, HI 96850

Phone: (808) 541-2850
Fax: (808) 541-2958

This Complaint form is not designed for the correction of specific victims' rights violations, but is instead to request corrective or disciplinary action against Department of Justice employees who may have failed to provide or have violated the rights of a crime victim under the Crime Victims' Rights Act of 2004. A crime victim includes any person who has been directly and proximately harmed as a result of the commission of a Federal offense or an offense in the District of Columbia.

All complaints must be submitted within sixty (60) days of the victim's knowledge of a violation by the Department of Justice employee, but not more than one year after the actual violation. Receipt of complaints will be acknowledged in writing.

The information provided herein will be used along with other information developed during the investigation to resolve or otherwise determine the merits of this complaint. The information may be furnished to designated officers and employees of agencies and departments of the Federal Government in order to resolve or otherwise determine the merits of this complaint.

Please check the box that applies to the person filing this complaint.

- | | |
|---|--|
| <input type="checkbox"/> Victim | <input type="checkbox"/> Attorney representing victim |
| <input type="checkbox"/> Legal Guardian | <input type="checkbox"/> Other representative (describe) _____ |

Name, phone number and relationship to victim of person completing this form (if not the victim).

Is the victim represented by an attorney in this complaint? ☐ Yes ☐ No

If yes, please provide the attorney's name and contact information. All future contacts with the victim regarding this complaint will be made through the attorney.

1. PERSONAL INFORMATION ABOUT THE VICTIM

First Name:	Middle Name:	Last Name:	
Title: Mr. ___ Mrs. ___ Ms. ___ Miss ___ Other ___			
Street Address:			
City:	State:	Country:	Zip Code:
Home Telephone No:	Work Telephone No:	Cell Phone No:	
Email Address:			

2. INFORMATION ABOUT THE CRIMINAL CASE

The following section requests important information about the criminal investigation or case in which you are a victim. Please provide as much information as you can.

Stage of the Criminal Justice Process - Select most recent event: <input type="checkbox"/> investigation <input type="checkbox"/> arrest <input type="checkbox"/> arraignment <input type="checkbox"/> preliminary hearing <input type="checkbox"/> guilty plea <input type="checkbox"/> trial <input type="checkbox"/> sentencing <input type="checkbox"/> parole hearing <input type="checkbox"/> other _____		
Defendant(s) Name(s):		
Case Number:	District Court:	Judge:

3. INFORMATION ABOUT THE VICTIM'S COMPLAINT

What is the location and name of the office(s) or organization(s) of the Department of Justice that is/are the subject of your complaint?

Is your complaint against a specific person in that office? ☐ Yes ☐ No

If yes, please identify the person(s) (include position or title, if known) who failed to provide the right(s) about which you are complaining.

Which of the following rights afforded by the Crime Victims' Rights Act of 2004, 18 U.S.C. § 3771, do you feel you were denied? Please check all that apply. Only persons who have been directly and proximately harmed as a result of the commission of a Federal offense or an offense committed in the District of Columbia may use this complaint process.

☐ The right to be reasonably protected from the accused.

4. STATEMENT OF COMPLAINANT

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

5. PRIOR NOTIFICATION TO THE DEPARTMENT OF JUSTICE

Although you are not required to do so, did you notify the Department of Justice employee, or any employee of the office described above, of the alleged violation before filing this complaint? ☐ Yes ☐ No

If yes, please describe your efforts to resolve this matter, including the date(s) that you notified the Department of Justice employee or any employee of the office described above; the name, address and telephone number of the person with whom you attempted to resolve this matter; and the actions taken by the Department of Justice employee or office to resolve your complaint. You may attached additional pages or documents to this complaint.

6. OTHER RELEVANT INFORMATION:

Provide any other relevant information or event(s). You may attach additional pages or documents to this complaint.

The information set forth herein is true and correct to the best of my knowledge.

Signature: _____
(Must be signed by Victim)

Date: _____

If the crime victim is under 18 years of age, incompetent, incapacitated, or deceased, this form must be signed by the Legal Guardian of the crime victim or the representative of the crime victim's estate, family member, or any other person appointed by the court. Please check all that apply to the victim:

☐ Under 18 years of age

☐ Incapacitated

☐ Incompetent

☐ Deceased

Signature: _____

Date: _____